



ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 03-OCADS-108

POSITION: DIVISION CHIEF, 301

SALARY RANGE: \$131,342 - \$142,500

Opening Date: 07/07/03

Closing Date (for receipt of applications):

08/04/03

OFFICE:

AREA OF CONSIDERATION:

Office of Court Administration and Defender Services All Sources - Nationwide
Appellate Court and Circuit Court Administration Division

Location: Washington, DC

SALARY POTENTIAL:

\$142,500

SALARY AND BENEFITS INFORMATION: Most positions in the Administrative Office (AO) are classified and paid under a broad-banded system which combines General Schedule (GS) grades and pay. Salary is set commensurate with experience. Federal benefits are available for most positions according to federal guidelines.

MISSION STATEMENT: The Administrative Office is part of the judicial branch of the federal government and operates as an independent excepted service agency. The AO provides management support and services to the federal courts (except the Supreme Court) in three essential areas: administrative support, program management, and policy development. The AO is responsible for advocating and implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. The AO is the focal point for judiciary communication, information, program leadership, and administrative reform. The federal court system consists of over 30,000 employees serving federal courts and judges throughout the United States and U.S. Territories. The AO also supports program activities in the areas of court administration, defender services, and probation and pretrial services.

DUTIES AND RESPONSIBILITIES: The Chief of the Appellate Court and Circuit Administrative Division, reporting to the Assistant Director for Court Administration and Defender Services, serves as the primary focal point for the appellate clerks, senior staff attorneys, conference attorneys, bankruptcy appellate panel clerks, librarians and the circuit executives ("appellate and circuit units"). In this capacity, the Chief provides management, communications and coordination services, as well as policy advice and development services as to program, administrative and legal matters affecting the appellate and circuit units. The Chief is responsible for identifying necessary resources and developing plans to accomplish the division's work in a timely manner, and for evaluating progress to ensure the work is being satisfactorily implemented to meet the organization's mission. Duties include, but are not limited to, the following:

1. Providing leadership and direction to meet the needs of both the appellate and circuit units and the AO within available resources;
 2. Directing the analysis and implementation of projects and activities designed to improve the administrative and operational functions of the appellate and circuit units and the AO;
 3. Planning, coordinating, developing, administering, and evaluating assigned program and project management activities;
 4. Serving as principal advisor to the Director, through the Assistant Director for Court Administration and Defender Services, to other officials at the AO, to judiciary officials, and to committees and subcommittees of the Judicial Conference of the United States on functions, projects and activities related to the appellate and circuit units;
 5. Managing staff, financial, information technology, and other resources allocated to the division; and
 6. Serving as the primary clearinghouse for information on court administrative activities for all appellate court and circuit executives.
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QUALIFICATION REQUIREMENTS: Applicants must have demonstrated experience which shows competence in the qualifications as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment Systems, which include interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. Applicants must have at least **one year of specialized experience** which is in or directly related to the line of work of this position and which has equipped the applicant with particular knowledge, skills, and abilities to perform successfully the duties of this position. Specialized experience must include at least one year at the PB-2F, GS-15, or equivalent level. Specialized experience for this position is work dealing with broad and extensive assignments involving highly significant program or policy matters in court administration.

PLEASE SEE REVERSE SIDE FOR ADDITIONAL QUALIFICATION REQUIREMENTS.

Applicants **must** submit a narrative statement addressing each qualification and must cite examples in support of the response. Failure to do so will result in the applicant not being considered for the position. Qualifications should be addressed separately and include a description of the demonstrated experience that is directly related to the duties and responsibilities for this position. **Submission of a separate narrative statement for each Qualification both technical and executive core is a MANDATORY requirement.** For detailed guidance on Executive Core Qualifications, candidates are encouraged to review the Office of Personnel Management information which can be found at <http://www.opm.gov/ses/ecq.html>.

Technical Qualifications:

1. Knowledge of the theories, principles, and practices of court administration. This includes skill in reviewing, analyzing, and justifying results of program and policy activities as well as understanding the impact of program and policy activities on court leadership, management, and administrative support functions.
2. Knowledge of the courts of appeals, the appellate and circuit units, the circuit judicial councils, and the Judicial Conference of the United States.

Executive Core Qualifications:

1. Leading Change. Ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. The applicant must be able to balance change and continuity, to continually strive to improve service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
 2. Leading People. Ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals, including adherence to EEO guidelines. This includes valuing cultural diversity and other differences, fostering an environment where people can work together cooperatively and effectively in achieving organizational goals.
 3. Managerial Acumen. Ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission. This includes the ability to attract, train, and manage a diverse staff of professional and technical personnel, and to manage other office resources to meet objectives efficiently and effectively.
 4. Results Driven. Ability to stress accountability and continuous improvement, make timely and effective decisions, and produce results through strategic planning and the implementation and evaluation of programs and policies.
 5. Building Coalitions and Effective Communication. Ability to explain, advocate, and express facts and ideas in a persuasive manner to explain to others the importance of the judiciary's programs and legislative needs, and to negotiate with individuals and groups internally and externally. This involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization. In the judiciary's decentralized environment, the ability to achieve consensus on issues, objectives and strategies is a particularly important and valuable trait. Applicants must have the ability to present and discuss sensitive policy and political issues in an articulate and tactful manner to members of Judicial Conference committees, other judges and court executives, and all levels of AO management.
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FOR FURTHER INFORMATION ON THIS ANNOUNCEMENT, CONTACT: Faye R. Posey at (202) 502-1256
OR VISIT OUR INTERNET WEB SITE FOR JOB OPPORTUNITIES — [HTTP://WWW.USCOURTS.GOV](http://www.uscourts.gov)

PLEASE SEE HOW TO APPLY AND CONDITIONS OF EMPLOYMENT FOR DETAILED INSTRUCTIONS.
THE AO IS AN EQUAL OPPORTUNITY EMPLOYER.

HOW TO APPLY:

- Your application must be received by mail or hand delivered to the AO Personnel Office (address below) by **CLOSE OF BUSINESS (5:00 P.M.)** on the closing date. Application and enclosure(s) will not be returned. The AO does **NOT** accept application materials by facsimile or Internet e-mail.

ADDRESS: (for mailing)	(for hand delivery)
Administrative Office of the U.S. Courts	One Columbus Circle, NE
AO Personnel Office	Suite G-200
Suite G-200	Washington, D.C.
Washington, DC 20544	(Union Station Metro)

- Your application should include all of the information listed under the section, "APPLICATION INFORMATION."
- You may choose to submit a signed and dated *OF-612 (Optional Application for Federal Employment)*, OR any other application format.
- Incomplete applications will not be considered. Also see brochure *OF-510 (Applying for a Federal Job)*.

APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses **ALL** the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; Social Security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualification Requirements).
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- **Other Qualifications:** List any job-related training courses; skills (such as languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation(s).
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.

- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and** (2) photo identification (e.g., driver's license).
- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
- If selected for first-time appointment to the federal government, you may be required to serve a trial period. Failure to complete successfully the trial period may result in termination of employment.
- If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to complete successfully the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment, or if you were not a federal employee before this assignment, then you may be moved to a position one level below this supervisory position.
- Relocation expenses will be provided upon the Director's approval.

FOR ADDITIONAL AO JOB LISTINGS, PLEASE CALL: (202) 502-1271
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